



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72030618R10038

ISSUANCE DATE: September 23, 2018
CLOSING DATE/TIME: October 07, 2018
(4:30PM, Kabul Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Specialist (Rule of Law) (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to KblAIDHR@usaid.gov.

Sincerely,

Dustin Kohls
Contracting Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72030618R10038
- 2. ISSUANCE DATE:** September 23, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** October 07, 2018 no later than 4:30 pm Kabul time.
- 4. POSITION TITLE:** – Project Management Specialist (Rule of Law) - (Multiple Vacancies)
- 5. MARKET VALUE:-**Equivalent to **FSN-11 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** **Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

This Cooperating Country National (CCN) position is located in the Office of Democracy and Governance (ODG), one of the technical offices in the USAID/Afghanistan Mission. Under the general supervision of the Democracy and Governance Office Director / Deputy Directors and Technical Team Lead the incumbent serves as a Program Manager and the Mission's professional specialist with particular emphasis on strengthening democratic institutions and good governance practices in Afghanistan. Work involves the full range of consultative, advisory, monitoring, management, data collection; analytical and evaluative services in his/her specific area of expertise. The incumbent is responsible for designing, managing and evaluating USAID assistance initiatives that promote democracy and governance and respond effectively to areas of greatest need and development potential in Afghanistan. As such, the employee must be knowledgeable about and committed to the principles of good governance in a nascent democracy, placing emphasis on rule of law, sub-national governance, elections, civic participation, human rights and gender integration matters.

2. Statement of Duties to be Performed

- The incumbent serves as Program Manager in the form of Contracting/Agreement Officer Representative (C/AOR) for Democracy and Governance awards in the areas of rule of law, civil society, elections, and good governance in excess of \$50 million. The incumbent is responsible for project design, management and implementation. As C/AOR, the incumbent monitors the award recipient's progress in achieving the objectives of the Program Description and verify that the recipient's activities conform to the terms and conditions of the award. The incumbent also prepares scopes of work and illustrative budgets for new and follow-on activities, evaluations, and other related efforts; reviews, and approves proposals and work plans as required; monitors performance through site visits, written reports, and regular communication with implementers and recipients; identifies delays and problems with projects and formulates pragmatic solutions; records findings and follow-up actions in monitoring reports and files; researches and provides implementers with information or, if needed, appropriate guidance on USAID regulations and instructions on how to comply with them. The incumbent monitor's project financial reports, vouchers, accruals and disbursements; prepares authorizations for signature of responsible superiors; responds to requests for information from authorized auditors and/or investigators. Consistent with the overall Mission strategy and work plans, the incumbent independently cultivates/maintains contacts and dialogue with local partners, senior Afghan government officials as well as Non-Governmental Organizations (NGOs) and Private Voluntary Organizations (PVOs) in the country.
- The incumbent analyzes and reports on those aspects of assistance activities in Afghanistan relating to democracy and good governance. Using published and unpublished sources, and where necessary, conducting research of a qualitative and/or quantitative nature, the incumbent assesses the impact of new developments and interventions regarding democracy assistance in assigned areas. On the basis of contacts and research findings, the incumbent recommends approval, modification, or rejection of project objectives, approaches, timing, and scope, as appropriate. The incumbent supervises the analysis of policy documents of the government and non-governmental organizations of Afghanistan and other donors operating in the country to identify opportunities for future USAID interventions in support of democracy development to minimize duplication of efforts. The incumbent prepares technical analyses to evaluate trends in the development of a democratic culture in Afghanistan; supervises the drafting of annual and semi-annual performance reviews, Notifications to Congress, and other required reports as necessary; briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, desired counterpart actions, constraints to development and other related issues; participates as a full member of the ODG in strategy and program reviews. The incumbent provides technical justification for new activities and for changes to ongoing activities and programs. These justifications cover economic, political, cultural and social factors; assistance objectives and methodology; and needed inputs and expected results. The

incumbent serves as ODG representative, as required, on Mission teams overseeing other assistance objectives or cross-cutting issues, which interact with democracy programs. As requested, the incumbent confers with other technical offices and provides substantive input on democracy and governance issues. The incumbent also assists the Office Director and Deputy Directors in reviewing ODG activities for compliance with U.S. laws, USAID regulations and policies and bilateral international agreements between the U.S. Government and host country government.

- The incumbent supports the Office Director, Deputy Directors and respective Team Lead in the management and monitoring of the overall ODG portfolio. The incumbent also ensures coordination with other relevant projects in the DG Office and across the Mission executing projects with components that serve to strengthen good governance principles and practices in the areas of rule of law, civic participation, and equal rights/gender equality. The incumbent also assists the ODG leadership to ensure that Mission democracy and governance activities complement initiatives sponsored by other U.S. Government agencies. In addition, the incumbent ensures that design and implementation of all USAID democracy and governance activities are coordinated with international organizations and donors active in these areas, as well as with applicable host nation institutions across all branches of government.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The incumbent works under the overall direction of the supervising Democracy and Governance Officer, or his/her designee, plans and carries out day to day management of his/her portfolio with a high degree of independence. Assigned duties demand innovative thinking, sound judgment, personal initiative, and the ability to assume increasing responsibility and authority. Meets regularly with supervisor to discuss office/team policies, priorities, program objectives and related activities.

4. Supervisory Controls

The incumbent supervises as assigned, three local staff, and at times contractors/consultants who have been engaged on a temporary basis to support specified assistance program development, design or implementation tasks within ODG.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:-

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A master's degree in political science, international relations, law, public policy, international development, communications or social sciences. (Education requirement must be met at the time of application for the subject position).
- b. **Work Experience:** A minimum of five (5) years of experience in relevant areas that demonstrate knowledge about the local conditions, capacities and challenges of Afghanistan, and/or experience that demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant research, analytical, or project management efforts. (Work experience requirement must be met at the time of application for the subject position).
- c. **Language:** Level IV (Fluent) in speaking/reading English, and Level IV (Fluent) in speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).
- d. **Knowledge:** A thorough knowledge and understanding of sub-national governance, civil society and the legal sector (with emphasis on Sharia law) in Afghanistan is necessary. Contacts with appropriate governmental officials and legal professionals/scholars are essential. These contacts must be complemented by a thorough understanding of: 1) the country's economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance, USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned
- e. **Skills and Abilities:** The incumbent must have the ability to: obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain contacts with senior-level Ministerial officials of the Afghan government and with important persons in the non-governmental arena in order to explain and defend USAID project and program policies, objectives and procedures and to transmit and interpret host country

government and non-governmental sector attitudes and concerns to senior USAID officials.

III. EVALUATION AND SELECTION FACTORS

- | | |
|------------------------|-------------------|
| • Work Experience | 50 points |
| • Knowledge | 30 points |
| • Skills and Abilities | 20 points |
| Maximum Points: | 100 points |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line or offer submission: **Project Management Specialist (Rule of Law) - (72030618R10038).**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED AND SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also

meet in full the experience requirement. There is no exception for these requirements.

- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3.**
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.**-See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.